coop|consulting

CPP-101 myCOOP™ Software User Training

Course Description

This course is intended for those who need to use myCOOP™ software under the direction of their Continuity of Operation (COOP) Coordinator. myCOOP™ software users are generally those who contribute or review elements of the COOP process in the areas of documents, contact list management, task assignments, surveys or announcements and events.

Participants learn how to navigate and use the myCOOP™ 4.2 software and standard methodologies to contribute to their organization's COOP plan. Classes are taught using lectures, hands-on computer laboratory workshops and PowerPoint Slides.

Audience

This course basically teaches users how to use myCOOP™ 4.2. It is not necessary to have gone through the CPP-100 Continuity Training for Professionals course that is designed for COOP Coordinators.

Duration

One day

Objectives

Upon completion of the course, candidates possess a thorough understanding of the myCOOP™ 4.2 software including:

- Navigation
- Document editing
- Creating document libraries
- Creating surveys and lists
- Changing user information
- Requesting and granting approval
- Creating Alerts

Course Outline
Introduction
User Accounts
Creating COOP Plan
Creating New Sites and New Content
Add and Edit Documents and Lists
Add, Edit, or Delete an Announcement
Alerts
Adding Contacts, Events, and Links
Surveys
Edit File Information
Add/Remove Filters and Sorts
Themes